

To Jod. Powell 6/14/02

7. WACR/WAPR

SDMS Document ID



2009469

 WORK ASSIGNMENT COMPLETION REPORT (WACR)
 WORK ASSIGNMENT PERFORMANCE REPORT (WAPR)

Contractor and WA No.: 116-RIRI-08BC	RPM: Jim Christiansen	Site: Libby Asbestos
Evaluation Period: WA Start - 6/30/02		Signature and Date: <i>[Signature]</i> 6/14/02
WA Form <input checked="" type="checkbox"/> Term <input type="checkbox"/> Completion		
Brief Description of Activity: RI SAP preparation & related tasks; CSS coordination		Overall Rating/Total Weighted Rating (Taken from the Evaluation/Scoring Report): 3.24
PERFORMANCE CRITERIA	SUPPORTING COMMENTS	
Documents On-Time Delivery Readability Accuracy	Documents were delivered on time, in response to several schedule changes by RPM. PM understood balance between EPA project schedule and schedule for this WA. SAP was written satisfactorily, but not outstanding. Review of the document showed the contractor did not fully understand the EPA DQO process. My initial guidance for QA/QC sections was not followed properly. The document required significant revision due primarily to these factors. Writing, grammar, readability was satisfactory, but again not outstanding. The document was consistent with written EPA guidance and contained relatively few errors, but did contain some. (e.g. SAP cover required last minute reprinting).	
Communication Interaction with EPA, UDEQ, etc. Professional Presence	PM and supporting team communicates very frequently and proactively with RPM. My most important requirement. Anticipates issues, even when issues are outside of PM's immediate influence and understanding. Frank, up front style. Asks questions. Interacted with other Libby contacts at WAM's request and dealt with conflicting input well. PM shows good professional presence and carries himself very well with persons in either a junior or senior role/position to him.	
Field Work Goals and Objectives Planning Efficiency	NA	

Project Planning Schedule Cost Scoping	Schedule, cost, and scoping of the project was done very well. Project not particularly complex. One problem with potential use of team sub for tasks outside of team sub scope, which caused some minor contracting concerns.
Management & Administration FTE & Cost Control Project Support	Again, done very well. PE levels kept to a minimum and no excessive charges. Responded efficiently to several requests from RPM for information or action on a wide variety of issues. Worked to address these issues on work with Volpe Center as well.
Over all Strengths and Weaknesses	Strongest points are communication, a desire to interact with the client and provide what they are looking for. An area to improve, though not a significant deficiency with this WA, might be technical proficiency. This showed up to some degree in the SAP prepared for this WA.
PO Assessment and Certification	